



Approved For Release 2005/12/14 : CIA-RDP86B00985R000400160005-7

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

*file -
visiting groups*

PUBLIC AFFAIRS

Phone: (703) 351-7676

30 August 1984

Mr. Ted Raphael
Washington Semester
and Study Abroad Program
4400 Massachusettes Avenue, N.W.
Washington, DC 20016

Dear Mr. Raphael:

In reference to your request on behalf of the American University in Washington Semester Program, I am pleased to confirm that your visit to CIA has been scheduled for Friday, 21 September, from 9:30-11:30 a.m. at our Headquarters Building in Langley, Virginia (see attached map). Please plan to enter at the Route 123 entrance.

STAT [redacted] a veteran of many years of intelligence experience, is prepared to talk to you about Intelligence and National Security. A representative from the Office of Personnel will also be available to satisfy any interest in career opportunities at this Agency. [redacted], who is CIA's Coordinator of Academic Affairs and with whom you have already been in touch, will also be attending and will greet you. To help us to help you benefit most from the short time we will have together, please try to arrive by 9:15 a.m.

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To satisfy our security requirements, I ask that at least ten days in advance of your visit I receive an alphabetized list of all attendees with full name, home address, date and place of birth, and social security number for each. Please also include a brief statement from you that all are U.S. citizens, since we are not prepared to accommodate foreign nationals. We would appreciate it if you or another staff representative will be on hand in the event any unforeseen problems arise. I plan to meet you on your arrival and be available to help throughout your visit.

Each individual should plan to bring some form of identification with photograph to show to the receptionist upon entering the building. If you will let me know of any handicapped persons who will attend, I will make special arrangements to assist them. Since we have limited parking facilities, it will help to know in advance the number and description of

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vehicles you will be arriving in. Buses or vans should plan to stay here for the duration of your visit (otherwise, special arrangements must be made with the gate, which means an even earlier arrival). I apologize in advance for any inconvenience that may be caused by the construction of our new Headquarters addition.

The Agency allows neither hazardous equipment--such as weapons or explosives--nor cameras, recording devices, or radio transmitters to be brought into the building, which I guess should go without saying. Nevertheless, to save embarrassment, you might mention these things to our guests.

Also attached is a checklist summarizing these details, which I hope will assist you in making arrangements. We look forward to your visit. If you have any further questions, please do not hesitate to call me at 703-351-7676.

Sincerely,



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Public Affairs

Attachments:

- A. Map to CIA
- B. Checklist